

**INSTRUCTIONS FOR
APPLICATION FOR PERMIT TO CHANGE
GRAIN WAREHOUSE CAPACITY
FORM NO. RGW-310**

This form is to be used only if a change of capacity happens during the licensing year. The form needs to be fully completed and submitted to the Grain Warehouse program at the address located at the top of the form. After a TDA inspector verifies the change of capacity, program staff will inform you if a bond increase is needed.

SECTION A

1. VERIFICATION INFORMATION

Please provide us with the Full Legal Business name, TDA Client Number and TDA License Number that appears on your current certificate.

SECTION B

1. REQUESTING CAPACITY CHANGE

Indicate the type of change you are requesting: Increase or Decrease.

SECTION C

1. PAYMENT

To calculate the amount to remit, the amount of capacity change is divided by 10,000 bushels (Bu.); each 10,000 Bu. or fraction of 10,000 Bu. is then multiplied by \$22.00. The total fee due will be the greater of this fee or \$100. Indicate payment type by checking box and write in amount remitted.

Example: 17,000 Bu. change

$$17,000 \text{ Bu.} \div 10,000 = 1.7$$

$$2 \times \$22.00 = \$44.00$$

\$100 = Amount to Remit, since it's the minimum amount due.

SECTION D

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license.

Upon receipt of this form a TDA inspector will contact you to schedule an inspection.